



State of Maine
Maine Department of Transportation
Request for Proposals (RFP)
Statewide Rail Plan

The Maine Department of Transportation is seeking the assistance of a consultant for the development of a ten year statewide rail plan (PIN 016150.00). The consultant will assist in inventorying and evaluating rail infrastructure and services and opportunities for new or expanded services in accordance with the Federal Rail Administration's (FRA) proposed state rail plan requirements. This plan will:

- Support the development of state policy regarding freight and passenger rail transportation.
- Present priorities and strategies to enhance rail service in Maine that benefits the public.
- Guide Federal and State rail investments in Maine.

Please see the section entitled "Project Background" for more information.

PROPOSALS ARE TO BE RECEIVED AT NO LATER THAN:

Date: May 27, 2008
Local Time: 2:00 p.m.

U.S. Postal Delivery to:

MAINE DEPARTMENT OF TRANSPORTATION
Attn: Tracy Perez
Office of Passenger and Multimodal Planning
Bureau of Transportation Systems Planning
16 State House Station
Augusta, ME 04333-0016

OR

Federal Express and United Parcel Service Address:

MAINE DEPARTMENT OF TRANSPORTATION
Mailroom Tel: (207) 624-3220
Attn: Tracy Perez
Office of Passenger and Multimodal Planning
Bureau of Transportation Systems Planning
Transportation Building
Child Street
Augusta, ME 04333-0016

COMMUNICATIONS IN REFERENCE TO THIS RFP

It is requested that any communication in reference to this RFP be in writing or email and directed to the attention of:

Name: Tracy Perez
Title: Director of Planning & Policy
Phone: 207-624-3248
Fax: 207-624-3251
E-Mail: tracy.perez@maine.gov

Date of Issuance: May 1, 2008

1. GENERAL INSTRUCTIONS

Proposals must clearly demonstrate the consultant's understanding of the project, their ability to carry out the project, and their approach to carrying out the project.

Submit a detailed proposal package, which clearly defines the proposed study method required to achieve the results as outlined in the Summary of Scope of Services. [Note: Any changes in proposed staff must receive prior approval from the Department before that firm or staff will be considered for the study related to this Request for Proposals (RFP).] Consultants are requested to submit **Ten (10)** hard copies of a detailed proposal package **by May 27, 2008, by 2:00 pm prevailing time.**

Proposals are limited to thirty-five (35) pages and must include the following:

- **Executive Summary** (1 page) that outlines the highlights of the proposal and any discussion the submitting firm deems required as part of an overview.
- **Similar Projects** (up to 5 pages) Projects completed in the last 5 years in which the proposed team members had significant roles in the development of regional rail plans. MaineDOT is particularly interested in ensuring that the personnel involved in this effort have prior experience with FRA statewide rail plans.
- **Qualification of Project Manager and Team Members** (up to 5 pages). Clearly identify the roles of the proposed Project Manager and team members who have experience working on similar projects described above. This is not to include resumes, which are to be included as an appendix. The appendix should not exceed 30 pages. Also identify how much time each member will be available for this project.
- **Project Approach** (up to 15 pages). Each firm must outline the process they anticipate using for the project. This outline must clearly indicate how the consultant intends to comply with the requirements of the FRA's state rail planning process, as well the needs of MaineDOT as put forth in the following Tasks.

- **Existing Workload** (up to 5 pages). Each firm must identify the number of projects currently under contract utilizing the personnel indicated above and the percentage of their time allocated to those projects.
- **Anticipated Schedule** (up to 2 pages). Each firm must submit a projected schedule for the study effort.
- **DBE Participation** (up to 2 pages). A brief discussion of how the consultant plans to comply with the DBE requirement (see below).

Proposals will be evaluated by a committee convened by MaineDOT. The best qualified firm will be selected based on the information provided in the proposals. Interviews will be required of the highest rated firms.

After the selection of the best qualified firm, MaineDOT will negotiate a more detailed scope of work, schedule for deliverables, contract, and fee. If the MaineDOT and the selected firm cannot agree upon an acceptable level of effort to perform the negotiated scope, MaineDOT will terminate negotiations with the most qualified firm and initiate negotiations with the second best qualified firm.

2. PACKAGING AND SUBMITTING YOUR PROPOSAL

- Organization and Format.
Your proposal, which should be organized as closely as practicable to the format and sequence indicated in these proposal instructions, and must be submitted as outlined below.
- Page Limit: Thirty-five (35) pages (12 Point Font)
- Proposal Submission: Ten (10) hard copies
- Deliverables: please see Tasks below.
- Address and Identification.
Send your proposal to the following address:
Tracy Perez
Maine Department of Transportation
Office of Passenger & Multimodal Planning
Bureau of Transportation Systems Planning
Postal Address: 16 State House Station
Augusta ME 04333-0016
(207) 624-3248

Exterior of packages are to be clearly marked as **State Rail Plan Proposal**.

- f. **Hand-Carried Proposals.** Hand-carried proposals must be delivered to
MaineDOT
Transportation Building
Child Street
Augusta, ME 04333
Mon-Fri (except holidays) between 8:00 a.m. and 4:30 p.m.

g. **RFP Criteria**

- **Headers/Footers** – Each RFP submitted must include the Firm's name in the header of every page except the title page. The title page must contain the Firm's name, contact, address, telephone number and e-mail address. Page number and total pages are required in the footer of every page.
- **File Content** – All submissions shall be no smaller than 12 pt font, tables and matrices shall be no smaller than 10 pt font. Resumes will be arranged in alphabetical order. Resumes shall have no more than one (1) single-sided page per individual, except that the Principal, Study Manager and those identified in this RFP as key professionals may have no more than two (2) single sided-pages per individual. The appendix and resumes do not count as part of the total page count, but the total number of pages in the appendix and resumes together may not exceed thirty (30) pages.

If you have any information you consider being of a confidential nature (special procedures, trade secrets, patented processes, etc.), please so mark it in your submittal.

- **Page Limitations** - In brackets at the end of each RFP question, the maximum response page limit is clearly stated. Pages within the prescribed limitations will not rollover to other RFP questions within the submission. The RFP review/rating committee will strictly adhere to the stated maximum page limit by stopping their review of each response at the prescribed page (i.e. No more than two single-sided pages) the reviewer will stop reading at the end of the second page. It is not necessary to submit to the full-page limit.
- **DBE General Considerations** - MaineDOT's Civil Rights Office may, at its option for contracts involving federal funds, participate in the committee meetings to advise and monitor Title VI (CRA 1964) and Disadvantaged Business Enterprise (DBE) concerns. Selection criteria, including an EEO/AA Questionnaire, schedule of meetings, reports, etc. will be made available to the Equal Employment Opportunity Officer who will evaluate the adequacy of the Affirmative Action/EEO plans and actions. More information on the MaineDOT Civil Rights Office can be found on their Website at: <http://www.state.me.us/mdot/disadvantaged-business-enterprises/dbe-home.php>.

3. GENERAL INFORMATION

- a. A copy of the Consultant General Conditions is available at the MaineDOT website. Go to <http://www.maine.gov/mdot>, and click on the “Doing Business” tab, “Consultant Info” and then click on the RFP information.
- b. This RFP does not commit MaineDOT to pay any costs incurred in submitting your proposal, making studies or designs for preparing the proposal, or in procuring or sub-contracting for services or supplies related to the proposal.
- c. Requests for Clarification/RFP Amendments or Questions. During the proposal preparation period, all requests for clarification and/or additional information must be submitted in writing (via e-mail to tracy.perez@maine.gov, Subject: Clarification to RFP for State Rail Plan or by fax to (207) 624-3251, to the individual referenced by “Attention:” on the cover page of this RFP by no later than Noon on May 12, 2008. No Clarification will be accepted after Noon on May 12, 2008. When appropriate, responses to requests, as well as any MaineDOT-initiated changes, will be provided to all prospective proposers in writing as amendments to the RFP, and will be placed on the MaineDOT Website: <http://www.maine.gov/mdot/aco/acohome.php> no later than May 16, 2008. IT WILL BE THE PROSPECTIVE PROPOSER’S RESPONSIBILITY TO CHECK THE REFERENCED WEBSITE FOR ANY NEW AMENDMENTS. (NOTE: You must include reference to all amendments on your response to this RFP)
- d. Method of payment will be determined as a result of the selection process following the submittal of the RFP’s. The maximum hourly rate is fifty dollars (\$50.00) per hour for individuals of the firm up to an annual rate of \$104,000.00 for salary actually paid.
- e. The State of Maine requires vendors to register in the AdvantageME system in order to process any contracts and invoices. The vendor who is selected will need to be registered in the AdvantageME system. If your company has not registered already, please go to the Bureau of Purchases web site at <http://www.maine.gov/purchases/> and register. If you have any questions about the registration process for AdvantageME, the telephone number for the Vendor Help Desk is (207) 624-7889.

4. LATE SUBMITTALS

- a. Any submission, portion of a submission, or unrequested revision of a submission received at the MaineDOT after the time and date specified on the cover page of this RFP is late. Any proposal received after the designated deadline will be returned to the sender unopened.

5. SOURCE EVALUATION AND SELECTION PROCESS

a. Source Evaluation.

Proposals will be evaluated using the responses to the following criteria and weighting:

- Study Approach (up to 35 points).
- Understanding of project requirements, including DBE participation (up to 30 points).
- Qualifications and Experience of project team (up to 25 points).
- Ability to complete project on schedule (up to 10 points).

6. SCHEDULE

Anticipated Timeline:

May 12, 2008	-- Consultant Questions due at the Department. All questions must be sent via email to tracy.perez@maine.gov .
May 16, 2008	--Post Responses to Consultant Questions on MaineDOT website.
May 27, 2008	--Request for Proposals due to the Department
June 10, 2008	--Notify up to three (3) Consultant Teams for an Interview
June 16 – 20, 2008	--Interview up to three (3) Consultant Teams
June 23, 2008	-- Notify Selected and Non-Selected Consultant Teams.
1½-2½ months	--Work Scope and Cost Estimate development by selected consultant team
1½-2½ months	--Contract Negotiations with selected Consultant Teams
1 month	--Notice to Proceed for work consistent with work plan
No longer than 12 months	
From Notice to Proceed	--Completion State Rail Plan

MAINE STATE RAIL PLAN - PROJECT BACKGROUND

Project History

MaineDOT has made substantial investments in rail infrastructure to support passenger and freight rail service. This has resulted in the return of passenger rail service between Portland and Boston with the Downeaster Amtrak Service; development of the Auburn Intermodal Freight Facility, the busiest port in Maine; and a growth in freight shipping by rail. To insure the future success of its rail initiative MaineDOT will develop a State Rail Plan to guide the development of state rail policies, programs, and investments over a ten year period, 2010 to 2020. This planning effort is to ensure the highest return on investments and to meet the eligibility requirements for future FRA funding programs.

Work Completed to Date and Related Studies

The following studies and documents are available for the consultants to use and assist them in completing tasks identified in this scope of work.

- Portland North Alternatives Review January 2006.
- Cost Feasibility Study for Portland Commuter Rail Study December 2005.
- Downeaster Business Plan
- Explore Maine
- Bangor - Trenton Alternative Analysis Phases 1 & 2
- Maine Integrated Freight Plan (Draft)
- Calais Branch Rail Study
- Connecting Maine
- Montreal Market Study
- Mountain Division Rail Study
- Maine Port Strategy Study

TASKS TO BE COMPLETED

Maine DOT would like to complete the following steps to comply with the Federal Rail Administration's State Rail Plan Requirements and to meet MaineDOT goals:

Task 1 Review of Existing Studies.

The MaineDOT wants to utilize existing data and information to reduce duplicate efforts as much as practicable.

Task 2 Inventory of Existing Rail Infrastructure

State and privately owned

- miles of track and classification
- Trestles, bridges
- Stations, platforms, layover facilities, etc.
- Condition Rating of the above (good, fair, poor, unusable)

Task 3 Inventory/Overview of Existing Rail Services

A. Passenger Services (Downeaster, Maine Eastern)

- Schedule
- Ridership
- Intermodal facilities
- Connectivity to connecting services or modes

B. Freight

- State owned lines
- Private Lines
- Intermodal facilities
- Rail car volumes/tonnage/value
- Connectivity to connecting services or modes

C. Ports

- Passenger
- Freight

Task 4 An Analysis of Rail's Role in Maine's

- Transportation system, including modal splits
- Economy
- Environment
 - Air quality
 - Green house gas
 - Hazmat spills

Task 5 Overview and Evaluation of Existing MaineDOT Programs

- Industrial Rail Access Program (IRAP)
- Freight Rail Improvement Program (FRIP)
- Crossing 130 program
- MMA track rebuild programs
- *Downeaster* support
- Existing MaineDOT programs, operations on state owned rail

Task 6 Evaluation of Potential Passenger Routes

Service Types

- Intercity
- Commuter
- Excursion

Analysis

- Potential ridership
- Fare box
- Capital needs & costs
 - Track
 - Rolling stock, including a cost /benefit analysis of options
 - Stations
- Operating costs
- Connectivity to other modes
 - Marine

- Aviation
- Transit
- Benefits
 - Air quality analysis
 - Highway congestion relief
 - Parking congestion relief
 - Economic/redevelopment

Routes to Be Evaluated:

A. Existing service

Portland-Boston *Downeaster*

- Infrastructure investments
- New train sets

B. Short Term Improvements – Extension of Downeaster and New Service That Would Connect To the Downeaster

- Portland – Auburn (in New Start plan - minimal review)
- Portland - Brunswick (in New Start plan - minimal review)
- Portland - North Conway
 - Incremental build out - commuter service to Westbrook.

C. Long Term Improvements - Potential New Services to Evaluate for Feasibility

- Lewiston - Brunswick
- Auburn - Bethel
- Auburn - Montreal
- Boston to Montreal via Auburn
- Auburn – Waterville - Bangor
- Brunswick – Augusta – Waterville - Bangor
- Connectivity options to Northeast corridor

Task 7 Evaluation of Freight Service

Service Types

- Short haul
- Long haul
- Bulk/boxcar/intermodal
- Ocean Container

Evaluate Routes for New or Expanded Freight Services

Analysis

- Potential shippers
- Volume of potential freight
- Capital needs & costs
 - Track
 - Rolling stock
- Operating costs
- Revenues
- Benefits
 - Air quality analysis
 - Highway congestion relief
 - Economic/redevelopment
- Increased modal share for freight rail
- Connectivity to other modes
- Opportunities for intermodal facilities
- Potential opportunities and efficiencies

Routes to Look At, Segments and/or Total Route:

Southern Corridor

PanAm

- Kittery to Danville Junction
- Yarmouth Junction to Brunswick
- Mountain Division

State Owned

- Rockland Branch
- Lewiston Lower Road
- Mountain Division

Western Corridor

PanAm

- Danville Junction to Waterville
- Waterville to Madison
- Leeds Junction to Rumford
- Lower Road

St. Lawrence and Atlantic

- Danville Junction to New Hampshire border

Quoddy Bay Corridor

PanAm

- Woodlands to Calais

State owned

- Ayers Junction to Eastport

New Brunswick Southern Railroad

- Calais to McAdam

Northern Branch

Montreal, Maine & Atlantic

- Searsport to Brownville Junction
- Brownville Junction to Houlton
- Oakfield to Fort Kent
- Fort Kent to Van Buren
- Squapan to Presque Isle

East/West lines/Vanceboro to Quebec

- Montreal, Maine & Atlantic
- Eastern Maine Railroad

Regional - Beyond Maine's borders

- Connectivity
- Choke points and other obstacles

Task 8 Analysis of High Speed Rail

- Impacts on Passenger Service
- Impacts on Freight services
- Value
- Costs
- Feasibility of Boston to Montreal passenger service via Maine , a planning level analysis
- Recommended investments/improvements

Task 9 Long Range Service and Investment Program

- Identify barriers (i.e. policy, capital costs, lack of connectivity, etc.)
- List of key regionally needed rail capital investments.
- Detailed funding plan for these projects.
- Describe anticipated public and private benefits of each project.
- Discuss the correlation between public funding for the projects and the public benefits.
- A statement of public financing issues for rail projects and services.

Task 10 COORDINATION

- Opportunities for comment and input by the public, rail carriers, commuter and transit authorities and other interested parties.
- Intergovernmental Coordination.
 - State to State
 - International

CT : _____

STAND ALONE PROJECT CONTRACT

MaineDOT PROGRAM / DIVISION / OFFICE: _____

MaineDOT CONTACT PERSON: _____

TYPE OF SERVICES: _____

Project Location: _____

State P.I.N. #: _____

Federal P.I.N. #: _____

Appropriation # _____

Vendor Customer ID. #: _____

Project Contract Maximum Amount: _____

Project Contract Begin Date: *(For Office Use Only)* _____

Project Contract Expiration Date: _____

This Project Contract (hereinafter referred to as “Contract”) is entered into by and between the **STATE OF MAINE**, acting through and by its **DEPARTMENT OF TRANSPORTATION** (hereinafter referred to as “**MaineDOT**”), an agency of state government with its principal administrative offices located at Child Street, Augusta, Maine, with a mailing address at 16 State House Station, Augusta, Maine 04333-0016, and _____, a corporation or other legal entity (hereinafter referred to as “Consultant”), with its principal place of business located at _____. The following attachments are hereby incorporated into this agreement by reference:

Appendix A – Method of Payment and Price, Overhead Rate

Appendix B – DBE/WBE Utilization Plan *(Federally-Funded Projects Only)*

Appendix C – Consultant’s Proposal – Detailed Scope of Work

This Contract is subject to compliance with the Disadvantaged Business Enterprise (DBE) Program requirements for all federally-funded contracts as set forth by the Maine Department of Transportation.

MaineDOT and the Consultant, in consideration of the mutual promises set forth in this Contract, hereby agree as follows:

A. The Scope of Work. The Consultant agrees to complete all work as detailed in Appendix C and;

The Consultant shall be responsible for furnishing all supervision, labor, equipment, tools supplies, permanent materials and temporary materials required to perform all work pursuant to this contract and;

MaineDOT shall have the right to alter the nature and extent of the work as provided in this Contract; payment shall be made as provided in this Contract.

B. Contract. The Consultant agrees to be bound by the terms and requirements of the Consultant General Conditions, dated **July 1, 2002**, Supplement #1 to those General Conditions dated **December 9, 2002**, which are hereby incorporated by reference. MaineDOT may unilaterally terminate this Contract for default, cause or convenience.

- C. **Time.** This Contract shall become effective on the date last signed and that date shall constitute the earliest date for which work may commence.

The Consultant agrees to complete all project deliverables as outlined in this Contract on or before _____.

The **Expiration Date** of this Contract is _____, at which time work can not continue under this contract without a modification in place to extend the expiration date.

- D. **Team Members.** Please list names of the Project Manager, Chief Designer, other key personnel, and primary Subconsultants you are using for this Contract. No substitutions of the key Consultant Team Members are allowed without prior notification and approval by MaineDOT.

Project Manager: _____

Chief Designer: _____

Other Key Personnel: _____

Subconsultant 1: _____

Subconsultant 2: _____

Subconsultant 3: _____

- E. **Representations.** By signing below, the Consultant hereby represents that to the best of the Consultant's knowledge and belief:

1. All of the statements, representations, covenants, and/or certifications required or set forth in the Contract documents, including those in the Consultant General Conditions, are still complete and accurate as of the date of this Contract.
2. The Consultant knows of no legal, contractual, or financial impediment to entering into this Contract.
3. The person signing below is legally authorized by the Consultant to sign this Contract on behalf of the Consultant and to legally bind the Consultant to the terms of this Contract.
4. Work shall not commence prior to MaineDOT's full execution of this Contract.

- F. **Agreement.**

The undersigned, having carefully examined the site of work, scope of work, and Consultant General Conditions, including Insurance requirements contained herein for transportation project-related services, hereby agrees to supply all the professional services, materials, tools, equipment and labor to complete the whole of the work in strict accordance with the terms and conditions of this Contract at the prices agreed to in Appendix A (attached).

Consultant agrees to perform the work required at the prices specified above in accordance with the terms of this Contract and to provide the appropriate insurance.

Consultant also agrees:

First: That insurance (and a current Certificate of Insurance) as specified in the Consultant General Conditions and/or this Contract will be provided before any work commences under this Contract. If the level of insurance is specified in this Contract, that amount will supersede the requirements outlined in the General Conditions. Consultant shall name the Maine Department of Transportation as an additional insured on the Consultant's Commercial General Liability Insurance Policy.

Second: To begin the work on the date specified herein, and to complete the work within the time limits herein in accordance with the terms and conditions of this Contract.

IN WITNESS WHEREOF, the Consultant, for itself, its successors and assigns, hereby execute two (2) originals of this Contract and thereby binds itself to all covenants, terms, and obligations contained in the Contract Documents.

CONSULTANT

Date

(Signature)

(Name and Title Printed)

MAINE DEPARTMENT OF TRANSPORTATION

Date

(Signature)